

123 West 103<sup>rd</sup> Street  
Chicago, Illinois 60655

May 29, 20XX

Chris Smith  
Nurse Recruiter  
Johnson Memorial Hospital  
1234 N. Main Street  
Chicago, Illinois 60655

Dear Chris Smith:

Please accept the attached resume in consideration for the position of Intensive Care Registered Nurse. I recently earned a Bachelor of Science in Nursing and am eager to begin my career with your hospital, where I experienced two very enriching clinical rotations soon after it achieved Magnet Status.

In addition to nursing studies and clinical rotations, my experience includes two years of work as a Patient Care Technician. My nursing skills and awareness of hospital procedures have been greatly enhanced through all those endeavors. More specifically, through considerable interaction with patients and their families, I have strengthened my interpersonal and communication skills while engaged in attentive and compassionate conversations with individuals who are often emotional and stressed. In addition, those experiences have included significant collaboration with members of healthcare staffs, which has taught me the value of strong teamwork in delivering quality patient care. Furthermore, my substantial involvement with working on busy hospital units has required me to adapt and multi-task effectively in meeting patients' needs in a timely manner. Finally, my extensive experience analyzing and charting patients' vital signs has sharpened my attention to detail and accuracy.

I would appreciate the opportunity to meet with you to discuss my qualifications in detail. If you wish to arrange an interview, please feel free contact me at (708) 555-1111 or at [nancynursing02@mymail.sxu.edu](mailto:nancynursing02@mymail.sxu.edu). Thank you very much for your valuable time and consideration.

Sincerely,

A handwritten signature in cursive script that reads "Nancy Nursing". The signature is written in black ink and is positioned above the printed name.

Nancy Nursing